


**How should you submit solutions to questions in the assignments identified with a  symbol?**

Every assignment in this book contains one or more questions identified with a  symbol. These questions require you to think beyond the assigned document. Present your solutions to the questions in the format required by your instructor. Possible formats may include one or more of these options: write the answer; create a document that contains the answer; present your answer to the class; discuss your answer in a group; record the answer as audio or video using a webcam, smartphone, or portable media player; or post answers on a blog, wiki, or website.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Modifying Text and Formatting a Document

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document, Apply 1-1 County Park Flyer Unformatted, from the Data Files for Students. The document you open is an unformatted flyer. You are to modify text, format paragraphs and characters, and insert a picture in the flyer to create the flyer shown in Figure 1-74.

Perform the following tasks:

1. Delete the word, below, in the sentence below the headline.
2. Insert the word, Valley, between the words, Green County, in the second to last line of the flyer.
3. Change the period to an exclamation point in the last line so that the text reads: Thank You!
4. If requested by your instructor, change the phone number in the flyer to your phone number.
5. Center the headline and the last two paragraphs of the flyer.
6. Select the third, fourth, and fifth paragraphs in the flyer and add bullets to the selected paragraphs.
7. Change the theme colors to the Red Orange color scheme.
8. Change the font and font size of the headline to 48-point Franklin Gothic Heavy, or a similar font. Change the case of the headline text to uppercase letters. Apply the text effect called Fill - Black, Text 1, Outline - Background 1, Hard Shadow - Background 1 to the headline. Change the font color of the headline text to Dark Red, Accent 6.

**PLEASE DO NOT
FEED THE WILDLIFE!**



Follow these guidelines to keep our wildlife healthy and our environment clean.


- Do **not** feed the wildlife.
- Never leave food unattended.
- Discard *all* trash in provided containers.

Questions? Call Green Valley County Park at 329-555-1020.

Thank You!

Figure 1-74

Apply Your Knowledge *continued*

9. Change the font size of the sentence below the headline, the bulleted list, and the last line of flyer to 26 point.
10. Use the mini toolbar to change the font size of the sentence below the bulleted list to 18 point.
11. Select the words, Follow these guidelines, in the paragraph below the headline and underline them.
12. Bold the word, not, in the first bulleted paragraph. Change the font color of this same word to Dark Red, Accent 6.
13. Italicize the word, all, in the second bulleted item. Undo this change and then redo the change.
14. Switch the last two bulleted paragraphs. That is, select the 'Never leave food unattended' bulleted paragraph and move it so that it is the second bulleted paragraph.
15. Bold the text, Thank You!, in the last line of the flyer. Shade this same paragraph Dark Red, Accent 6, Darker 25%. If the font color does not automatically change to a lighter color, change its color to White, Background 1.
16. Change the zoom so that the entire page is visible in the document window.
17. Insert the picture of the squirrel eating the sucker centered on the blank line below the headline. The picture is called Squirrel and is available on the Data Files for Students. Apply the Soft Edge Oval picture style to the inserted picture.
18. Change the spacing before the first bulleted paragraph to 12 point and the spacing after the last bulleted paragraph to 24 point.
19. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
20. Change the zoom to text width, then page width, then 100% and notice the differences.
21. If requested by your instructor, enter the text, Green Valley, as the keywords in the document properties. Change the other document properties, as specified by your instructor.
22. Click FILE on the ribbon and then click Save As. Save the document using the file name, Apply 1-1 County Park Flyer Formatted.
23. Print the document. Switch to Read Mode and browse pages through the document. Switch to Print Layout view.
24. Submit the revised document, shown in Figure 1–74, in the format specified by your instructor.
25. Exit Word.
26.  If this flyer were announcing the park reopening instead of including a warning, which color scheme would you apply and why?

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.


Modifying Text and Picture Formats and Adding Page Borders

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document, Extend 1-1 Baseball Tryouts Flyer Draft, from the Data Files for Students. You will enhance the look of the flyer shown in Figure 1–75.

Hint: Remember, if you make a mistake while formatting the picture, you can reset it by using the Reset Picture button or Reset Picture arrow (PICTURE TOOLS FORMAT tab | Adjust group).

Perform the following

1. Use Help to find the location of the decorative picture element.
2. Remove the picture element.
3. Select the picture element and increase its size.
4. Add an art border to the picture element.
5. Change the color of the word underlined in the picture element.
6. Change the picture element to a different picture element.
7. Change the border of the picture element.
8. Change the color of the picture element.
9. If requested by your instructor, change the document properties (Crop) to match the flyer.
10. Save the document using the file name, Tryouts Flyer Draft, then submit the document in the format specified by your instructor.
11.  In the flyer, insert an art picture element. Which border would you apply and why?

Analyze

Analyze a document.

Correcting

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions:

Files for Students. You will enhance the look of the flyer shown in Figure 1–76.

Perform the following tasks:

1. Use Help to learn about the following: remove bullets, grow font, shrink font, art page borders, decorative underline(s), picture bullets, picture border shading, picture border color, shadow picture effects, and color saturation and tone.
2. Remove the bullet from the last line of the flyer.
3. Select the text, August 30, and use the 'Increase Font Size' button (HOME tab | Font group) to increase its font size.
4. Add an art page border to the flyer. If the border is not in color, add color to it.
5. Change the solid underline below the word, Travel, to a decorative underline. Change the color of the underline.
6. Change the style of the bullets to picture bullet(s). Adjust the hanging indent, if necessary, to align the text in bulleted list.
7. Change the color of the picture border. Add the Perspective Right 3-D Rotation picture effect to the picture.
8. Change the color saturation and color tone of the picture.
9. If requested by your instructor, change the name of the field (High Crop) to your last name.
10. Save the revised document with the file name, Extend 1-1 Baseball Tryouts Flyer Final, and then submit it in the format specified by your instructor.
11. 🌟 In this assignment you added an art page border to the flyer. Which border did you select and why?

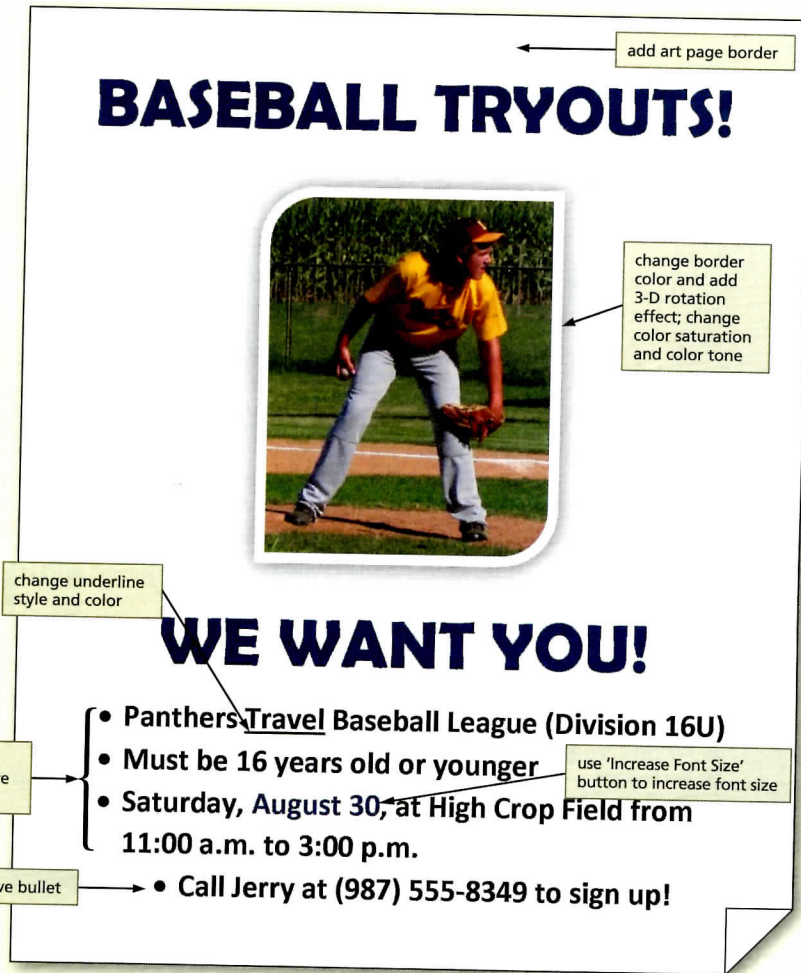


Figure 1-75

Courtesy of Misty Vermaat

Analyze, Correct, Improve

Analyze a document, correct all errors, and improve it.

Correcting Spelling and Grammar Errors and Adding Color

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Run Word. Open the document, Analyze 1-1 Beauty Salon Flyer Draft, from the Data Files for Students. The document is a flyer that contains spelling and grammar errors, as shown in Figure 1-76 on the next page. It also could include color to make it more visually appealing.

Continued >

Analyze, Correct, Improve *continued*

1. Correct You are to correct each spelling (red wavy underline) and grammar (green and blue wavy underlines) error by pressing and holding or right-clicking the flagged text and then clicking the appropriate correction on the shortcut menu.

If your screen does not display the wavy underlines, tap or click FILE on the ribbon and then tap or click Options in the Backstage view. When the Word Options dialog box is displayed, tap or click Proofing in the left pane, be sure the 'Hide spelling errors in this document only' and 'Hide grammar errors in this document only' check boxes do not contain check marks, and then tap or

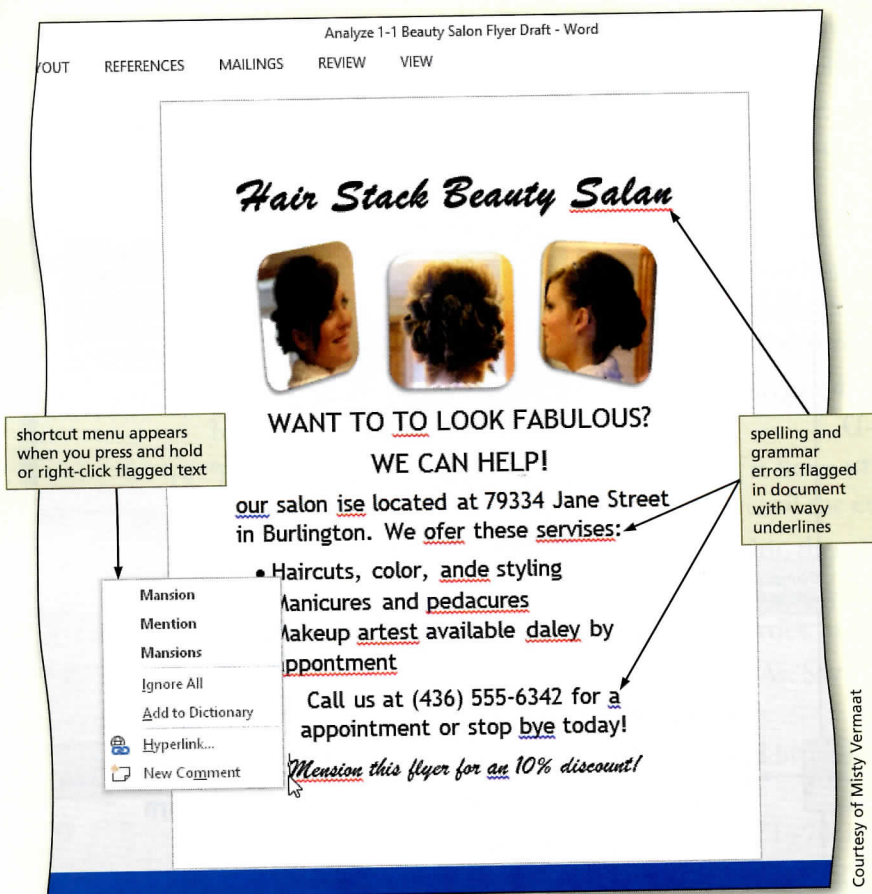


Figure 1-76

In the Labs

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

Lab 1: Creating a Flyer with a Picture

Problem: Your friend asked you to prepare a flyer that advertises the puppy she has for sale. First, you prepare the unformatted flyer shown in Figure 1-77a, and then you format it so that it looks like Figure 1-77b on page WD 60. **Hint:** Remember, if you make a mistake while formatting the flyer, you can use the Undo button on the Quick Access Toolbar to undo your last action.

click the OK button. If your screen still does not display the wavy underlines, redisplay the Word Options dialog box, tap or click Proofing, and then tap or click the Recheck Document button.

2. Improve Enhance the flyer by (a) adding a shading color to the first and last lines (paragraphs) on the flyer, (b) changing the color of the text in the first line and last line of the flyer, and (c) adding a color glow effect to the three pictures in the flyer.

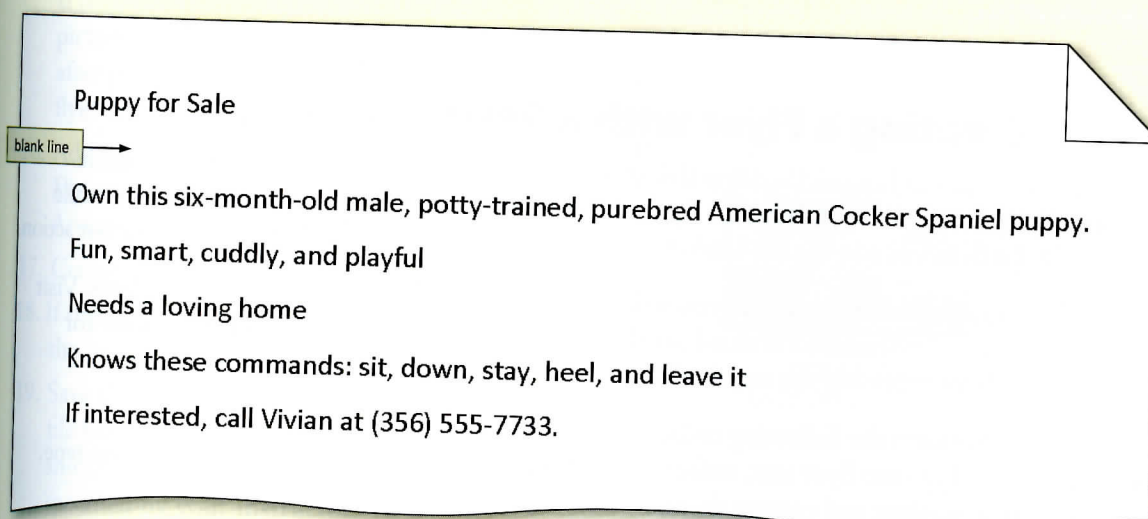
If requested by your instructor, change the street name in the flyer to your first name. Save the revised document with the file name, Extend 1-1 Beauty Salon Flyer Final, and then submit it in the format specified by your instructor.

3. In this assignment, you selected color to add to the flyer. Which color(s) did you select and why?

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Run Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in Figure 1–77a, inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, Lab 1-1 Puppy for Sale Flyer.
4. Center the headline and the signature line.
5. Change the theme colors to Aspect.
6. Change the font size of the headline to 72 point and the font to Gil Sans Ultra Bold Condensed, or a similar font. Apply the text effect called Fill - Dark Purple, Accent 1, Outline - Background, Hard Shadow - Accent 1.
7. Change the font size of body copy between the headline and the signature line to 22 point.
8. Change the font size of the signature line to 20 point.
9. Change the font of the body copy and signature line to Comic Sans MS.
10. Bullet the three lines (paragraphs) of text above the signature line.
11. Change the color of the words, purebred American Cocker Spaniel, to Dark Green, Accent 4, Darker 50%.
12. Italicize the word, and, in the third bulleted paragraph.
13. Bold the text in the signature line. Shade this paragraph containing the signature line in Dark Purple, Accent 5, Lighter 80%.
14. Underline the phone number in the signature line.
15. Change the zoom so that the entire page is visible in the document window.
16. Insert the picture centered on a blank line below the headline. The picture is called Puppy and is available on the Data Files for Students.
17. Apply the Rotated, White picture style to the inserted picture. Apply the glow effect called Dark Purple, 5 pt glow, Accent color 5 to the picture.



(a) Unformatted Text
Figure 1–77 (Continued)

Continued >

In the Labs *continued*(b) Formatted Document
Figure 1-77 (Continued)

Lab 2: Creating a Flyer with a Resized Pictures

Problem: Your boss at Junior's Wedding Bakery has asked you to prepare a flyer that promotes its business. You prepare the flyer shown in Figure 1-78. **Hint:** Remember, if you make a mistake while formatting the flyer, you can use the Undo button on the Quick Access Toolbar to undo your last action.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Run Word. Type the flyer text, unformatted. If Word flags any misspelled words as you type, check their spelling and correct them.
2. Save the document using the file name, Lab 1-2 Wedding Bakery Flyer.
3. Change the theme colors to the Marquee color scheme.

18. Change the spacing after the paragraph containing the headline to 0 pt. Change the spacing above (before) the signature line to 18 pt. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
19. Add a 6-pt Dark Green, Accent 4, Lighter 60% page border, as shown in Figure 1-77b.
20. If requested by your instructor, change the contact name in the flyer to your first name.
21. Save the flyer again with the same file name. Submit the document, shown in Figure 1-77b, in the format specified by your instructor.
22. Why do you think this flyer used shades of purple and green?

4. Add b
paragr
5. Chang
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7. Chang
Chang
8. Italic
9. Bold t
10. Unde
11. Shade
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12. Chan
13. Inser
a blan
respe
14. Resiz
appro
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top in
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Apply
style
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parag
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entir
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after
flyer
16. Add
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17. Cen
18. If rec
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19. Save
file n
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20. Why do you think this flyer used shades of purple and green?

4. Add bullets to the three paragraphs shown in the figure. Center all paragraphs, except the paragraphs containing the bulleted list.
5. Change the font size of the headline to 36 point and the font to Franklin Gothic Heavy, or a similar font. Apply the text effect called Fill - Orange, Accent 3, Sharp Bevel.
6. Change the font size of body copy between the headline and signature line to 20 point, except for line above the bulleted list, which is 24 point.
7. Change the font size of the signature line to 22 point. Bold the text in the signature line. Change the font color of the text in the signature line to Orange, Accent 3.
8. Italicize the word, *personalize*.
9. Bold the text above the bulleted list.
10. Underline the text, Junior's Wedding Bakery.
11. Shade the line above the bulleted list to the Orange, Accent 3 color. If the font color does not automatically change to a lighter color, change it to White, Background 1.
12. Change the zoom so that the entire page is visible in the document window.
13. Insert the first picture on a blank line below the headline and the second picture on a blank line below the bulleted list. The pictures are called Bakery 1 and Bakery 2, respectively, and are available on the Data Files for Students.
14. Resize the top picture so that it is approximately 2.8" × 5.39". Apply the Soft Edge Oval picture style to the top inserted picture. Apply the Offset Right Shadow picture effect to the top picture. Resize the bottom picture so that it is approximately 1.5" × 4.05". Apply the Simple Frame, Black picture style to the bottom inserted picture.
15. Change the spacing after the paragraph containing the bakery name to 0 pt and the spacing after the last bulleted paragraph to 12 pt. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs until the entire flyer text fits on a single page.
16. Add the page border shown in Figure 1–78, using the color Gold, Accent 5.
17. Center the page contents vertically.
18. If requested by your instructor, change the bakery name to your last name.
19. Save the flyer again with the same file name. Submit the document, shown in Figure 1–78, in the format specified by your instructor.
20. 🌟 Why do you think this flyer used shades of orange and yellow?



Figure 1–78

Lab 3: Expand Your World: Cloud and Web Technologies

Using the Word Web App to Create a Flyer with a Picture

Problem: You have a side business where you build bean bag toss boards. You would like to create a flyer that promotes this business. You will use the Word Web App to prepare a flyer. The text for the unformatted flyer is shown in Figure 1–79.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Run a browser. Search for the text, Word Web App, using a search engine. Visit several websites to learn about the Word Web App. Navigate to the Office Web Apps website. You will need to sign in to your SkyDrive account.
2. Use the Create button to begin creating a Word document using the Word Web App. Name the document Lab 1-3 Bean Bag Toss Flyer.
3. Notice the differences between the Word Web App and the Word desktop app you used to create the project in this chapter.
4. Enter the text in the flyer, shown in Figure 1–79, checking spelling as you type.

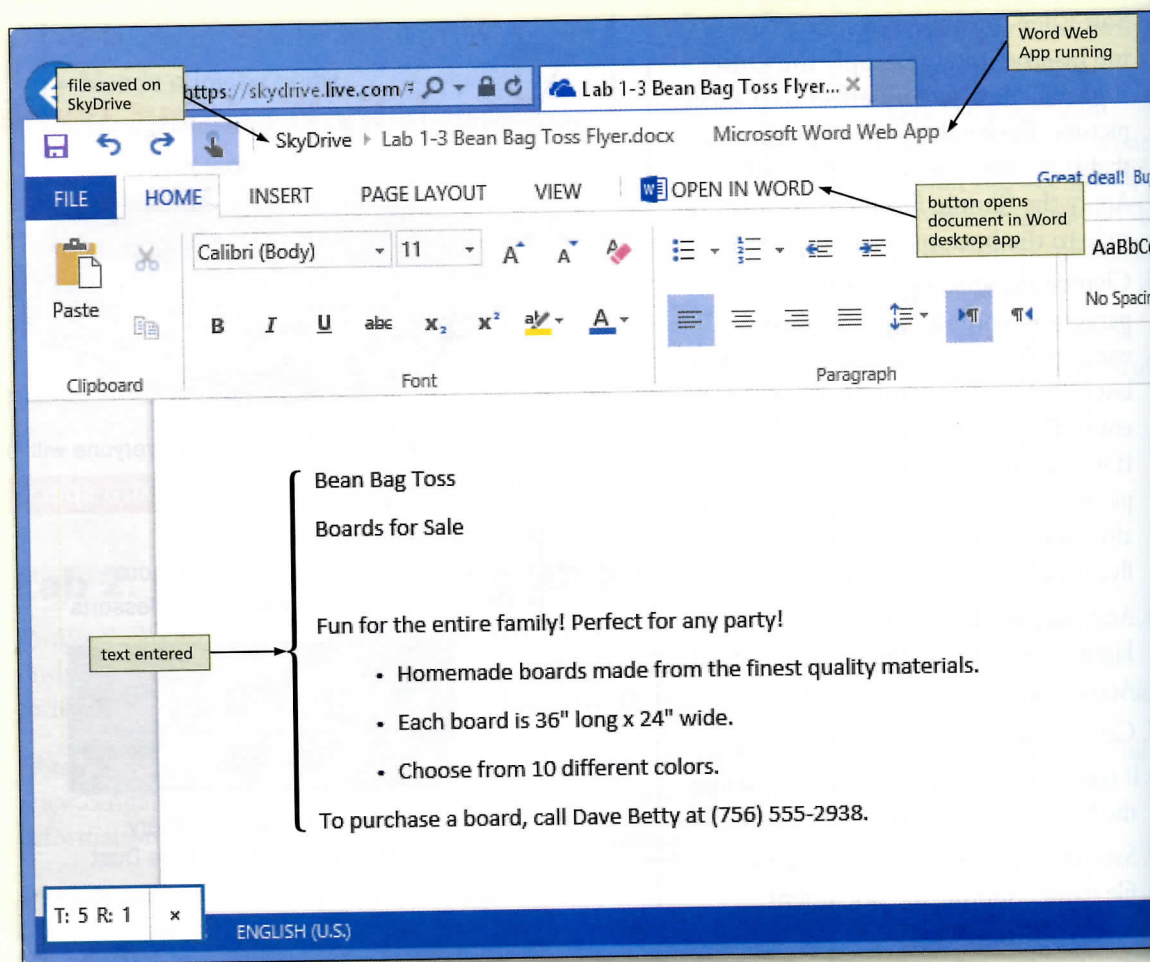


Figure 1–79

5. Insert the...
6. Use the present... center a... spacing
7. If requ...
8. Save th... app. If... appears
9. Using c... request... SkyDri...
10. ☀ Wh... in the V...

Apply your solution.

Note: To Visit www.cengage.com/ct/studentdownload for information

1: Design Personal


Part 1: As flyers anno... Data Files... your own c... headline, E... copy consi... skill levels... your came...

Use... sure to ch... questions

Part 2: ☀ place text... underline... format th... the ration... revisions

2: Design Professional

Part 1: A... distribute... appropria...

5. Insert the picture called Bean Bag Toss, which is located on the Data Files for Students.
6. Use the features available in the Word Web App, along with the concepts and techniques presented in this chapter, to format this flyer. Be sure to change the font and font size of text, center a paragraph(s), italicize text, color text, underline text, and apply a picture style. Adjust spacing above and below paragraphs as necessary. Resize the picture, if necessary.
7. If requested by your instructor, replace the contact name in the flyer with your name.
8. Save the document again. Tap or click the button to open the document in the Word desktop app. If necessary, sign in to your Microsoft account when prompted. Notice how the document appears in the Word desktop app.
9. Using either the Word Web App or Word desktop app, submit the document in the format requested by your instructor. Exit the Word Web App (FILE tab | Exit). Sign out of your SkyDrive account. Sign out of the Microsoft account in Word.
10.  What is the Word Web App? Which features that are covered in this chapter are not available in the Word Web App? Do you prefer using the Word Web App or the Word desktop app? Why?

Consider This: Your Turn

Apply your creative thinking and problem solving skills to design and implement a solution.


Note: To complete these assignments, you may be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.

1: Design and Create a Photography Club Flyer

Personal

Part 1: As secretary of your school's Photography Club, you are responsible for creating and distributing flyers announcing the club. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Photography 1 and Photography 2, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Photography Club, and this signature line: Questions? Call Emily at (883) 555-0901. The body copy consists of the following text, in any order: Do you love photography? This is the club for you! All skill levels are welcome. Meetings every Tuesday at 5:00 p.m. in the Student Center (room 232). Bring your camera. We look forward to seeing you at our next meeting!

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment and answers to the critical thinking questions in the format specified by your instructor.

Part 2:  You made several decisions while creating the flyer in this assignment: where to place text, how to format the text (i.e., font, font size, paragraph alignment, bulleted paragraphs, underlines, italics, bold, color, etc.), which graphics to use, where to position the graphics, how to format the graphics, and which page enhancements to add (i.e., borders and spacing). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why? How would you recommend distributing this flyer?

2: Design and Create a Hot Air Balloon Rides Flyer

Professional


Part 1: As a part-time employee at Galaxy Recreations, your boss has asked you to create and distribute flyers announcing hot air balloon rides. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Hot Air Balloon 1

Continued >

Consider This: Your Turn *continued*

and Hot Air Balloon 2, or you can use your own digital pictures if they are appropriate for the topic of the flyer. The flyer should contain the headline, Hot Air Balloon Rides, and this signature line: For reservations, call (485) 555-2295. The body copy consists of the following text, in any order: Amazing sights from incredible heights! The experience of a lifetime. Fun for the whole family. No pets. Bring your camera. Open seven days a week from 10:00 a.m. to 4:00 p.m. Book your private tour with Galaxy Receptions today!

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your assignment in the format specified by your instructor.


Part 2:  You made several decisions while creating the flyer in this assignment: where to place text, how to format the text (i.e., font, font size, paragraph alignment, bulleted paragraphs, underlines, italics, bold, color, etc.), which graphics to use, where to position the graphics, how to format the graphics, and which page enhancements to add (i.e., borders and spacing). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why? How would you recommend distributing this flyer?

3: Design and Create a Water Park Flyer

Research and Collaboration

Part 1: As a part-time employee at a local water park, your boss has asked you and two other employees to create and distribute flyers for the upcoming water park season. Form a three-member team to compose and create this flyer. Research a local water park: its location, hours, prices, rules, specials, etc. As a group, determine the text for the flyer's headline, body copy, and signature line. Your team also will need to obtain at least two digital pictures appropriate for the content of this flyer. You could take the pictures with a digital camera or search for public-domain images on the web.

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your team assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the flyer in this assignment: text to use, where to place text, how to format the text (i.e., font, font size, paragraph alignment, bulleted paragraphs, underlines, italics, bold, color, etc.), which graphics to use, where to position the graphics, how to format the graphics, and which page enhancements to add (i.e., borders and spacing). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why? What research methods did you use to create the flyer? Where did you obtain your pictures? How would you recommend distributing this flyer?

Learn Online

Reinforce what you learned in this chapter with games, exercises, training, and many other online activities and resources.

Student Companion Site Reinforcement activities and resources are available at no additional cost on www.cengagebrain.com. Visit www.cengage.com/ct/studentdownload for detailed instructions about accessing the resources available at the Student Companion Site.



SAM Put your skills into practice with SAM Projects! If you have a SAM account, go to www.cengage.com/sam2013 to access SAM assignments for this chapter.